

Medi-Cal Program Guide (MPG) Special Notice 08-08

June 6, 2008

Subject	ACCOMMODATIONS FOR THE RETRO-ACTIVE APPLICATION OF CITIZENSHIP AND IDENTITY REQUIREMENTS
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Effective Date	April 1, 2008
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References	ACWDL 07-12, 08-03, MPG Letter # 631 and County Policy
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Purpose	The purpose of this special notice is to inform staff of changes to instructions for accommodating applicants with applications dated from April 1 st through May 9 th that have an urgent medical need and are unable to provide citizenship and identity documents.
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Background	MPG letter #631 provided staff with instructions for implementing the new citizenship and identity regulations. Starting with release 17 (5/12/08) the CalWIN system applies the citizenship and identity regulations to non-exempt applicants with application dates beginning 4/1/08. Applicants who applied between 4/1/08-5/9/08 were not told at the time of their application of the requirement to provide citizenship and identity verifications. County policy in MPG Letter #631 instructed workers to request the citizenship and identity documents from these applicants.
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Worker Action For applicants with pending applications dated between 4/1/08 and 5/9/08 who are otherwise eligible **except for pending citizenship and identity documents**:

If when the applicant is contacted to provide citizenship/identity documents and...	Then...
The applicant states they have an urgent medical need and are not able to provide documents at that time	<ul style="list-style-type: none">• Contact the operational support helpdesk to request a bottom line override and grant full scope Medi-Cal.• Enter the ROP due date (as specified by the applicant) on the Identification Detail tab of the Collect individual demographics detail window and save.• Follow the steps to obtain citizenship and identity documentation as in MPG Article 4-7-9.A. Remember that medical problems may be good cause for extending the ROP due date.• Narrate case actions.
The applicant does not state they have an urgent medical need	Process the case as described in MPG letter #631, page 22.

Applicants are not required to provide written verification of their urgent medical need.

Intake workers may bank these cases without the citizenship and identity documents once the override is complete.

This policy only applies to applicants with applications dated between 4/1/08 and 5/9/08.

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**Automation
Impact**

Staff must contact the Operational Support Helpdesk at (619) 515-6700 to request a bottom line override.

If at the time the override is requested ...	Then...
The case is new to CalWIN, the override was done prior to granting, and the only reason client was pending was citizenship and identity verifications	An override will not be required for citizenship and identity verifications on the case every subsequent time EDBC is run after the case is granted.
Anyone on the the case is known to CalWIN in any program	The override is required for citizenship and identity verifications every time EDBC is run until the verification information is entered into CalWIN.

Forms Impact

None

**Quality
Assurance
Impact**

None

**Manager
Approval**

ORIGINAL SIGNED BY:

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